



Application Process through USAJOBS and Application Manager



Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

□ Key Benefits:

- ◆ One stop for all Federal, DoD and DON vacancies
- ◆ Stores 5 Resumes
- ◆ Similar/enhanced functionality to CHART
- ◆ Undergoing a major upgrade this summer



USAJOBS Main Page

Go to www.USAJOBS.opm.gov

A screenshot of the USAJOBS website. The page has a header with navigation links: "Search Jobs", "My Account", and "Info Center". On the right side of the header is a red button that says "SIGN IN OR CREATE AN ACCOUNT". A blue callout box with a hand icon pointing to the button says "Sign in Here". The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are two search input fields: "What: (keywords)" and "Where: (city, state or zip code)". To the right of these fields are two links: "Browse Jobs >" and "Advanced/International Search >". Below the search fields is a blue "Search Jobs" button with a right-pointing arrow. At the bottom of the page, there are several links: "First Time Visitors", "Why Work for America?", "Special Hiring Events", "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives".

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

What: (keywords) Where: (city, state or zip code) [Browse Jobs >](#)
[Advanced/International Search >](#)

Search Jobs

[First Time Visitors](#) [Why Work for America?](#) [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students](#) | [Senior Executives](#)

Create an Account

You must create an account and enter in your contact information, username, password and answers to security questions

Personal Information

- * First Name
- Middle Name
- * Last Name
- * Home Address
- Home Address 2
- * City/Town
- * State/Territory/Province
- * Postal/Zip Code
- * Country
- * Telephone Numbers
 -
 -
 -
- * Email
- What is your email format preference? ☒ HTML ☐ Text



Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Account Information

* Username

Use between **4** and **20** characters

* Password

Your password must contain:
- At least 8 characters (20 maximum)

Top

USAJOBS - My Account Page

In your USAJOBS account you can:

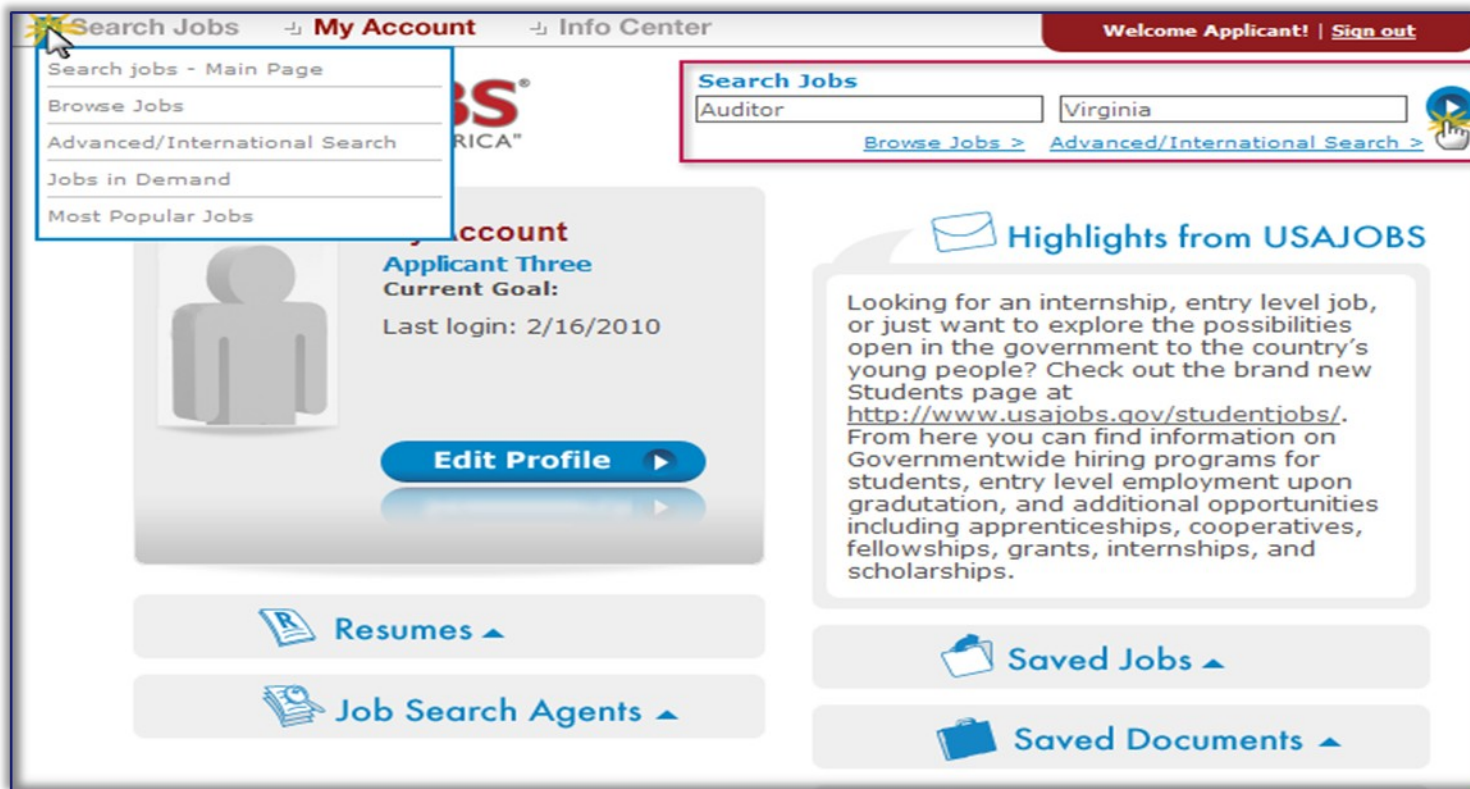
- ✓ Manage *My Account*
- ✓ Build or upload a new *Resume*
- ✓ Upload and *Save Documents* to support your application
- ✓ Check your *Application Status*
- ✓ Create *Job Search Agents*
- ✓ Review any *Saved Jobs*
- ✓ Access Help under *Info Center*



The screenshot shows the USAJOBS "My Account" page. At the top, there's a search bar with "What: (keywords)" and "Where: (city, state or zip code)" fields, and buttons for "Browse Jobs" and "Advanced/International Search". The main section is titled "My Account" and shows a user profile for "Applicant Three" with a "Current Goal" and "Last login" field. There's an "Edit Profile" button. Below this is a "Resumes" section with "Build New Resume" and "Upload New Resume" buttons. A message states: "You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes." and a "View All Resumes" link. At the bottom is a "Job Search Agents" section. On the right, there's a "Highlights from USAJOBS" section with a link to a page about internships and entry-level jobs. Below that are three sections: "Saved Jobs", "Saved Documents", and "Application Status", each with a folder icon and an upward arrow.

Search Jobs

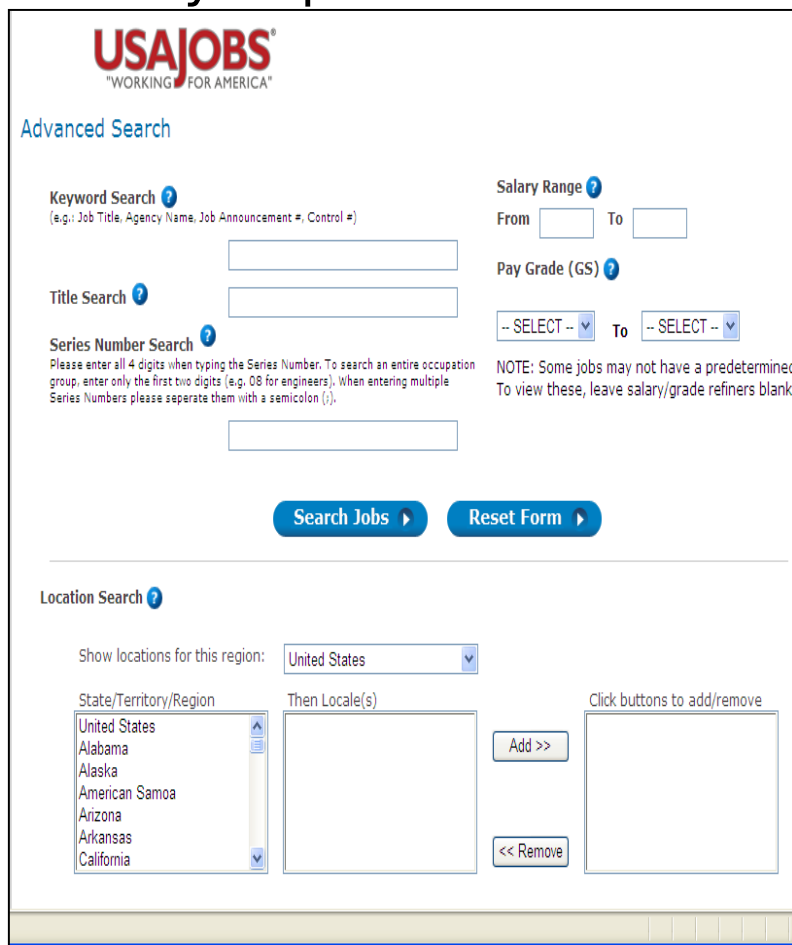
Two areas where you can start a *Search for Jobs*; Search Jobs from the upper tool bar and Quick Search on the My Account page



The screenshot displays the USAJOBS website interface. At the top, a navigation bar includes links for **Search Jobs**, **My Account**, and **Info Center**. A red banner on the right says "Welcome Applicant! | [Sign out](#)". Below the navigation bar, a dropdown menu for "Search Jobs" is open, showing options: "Search jobs - Main Page", "Browse Jobs", "Advanced/International Search", "Jobs in Demand", and "Most Popular Jobs". To the right, a "Search Jobs" section features input fields for "Auditor" and "Virginia", with buttons for "Browse Jobs >" and "Advanced/International Search >". Below this, a "Highlights from USAJOBS" section contains a paragraph about internships and a link to <http://www.usajobs.gov/studentjobs/>. The "My Account" section on the left shows a profile for "Applicant Three" with a "Current Goal:" field and a "Last login: 2/16/2010" timestamp, accompanied by an "Edit Profile" button. At the bottom, there are buttons for "Resumes", "Job Search Agents", "Saved Jobs", and "Saved Documents".

Advanced Search

Advanced Searching allows you to filter your search on variety of parameters



USAJOBS
"WORKING FOR AMERICA"

Advanced Search

Keyword Search ?
(e.g., Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

Salary Range ?
From To

Pay Grade (GS) ?
-- SELECT -- To -- SELECT --

Location Search ?
Show locations for this region:

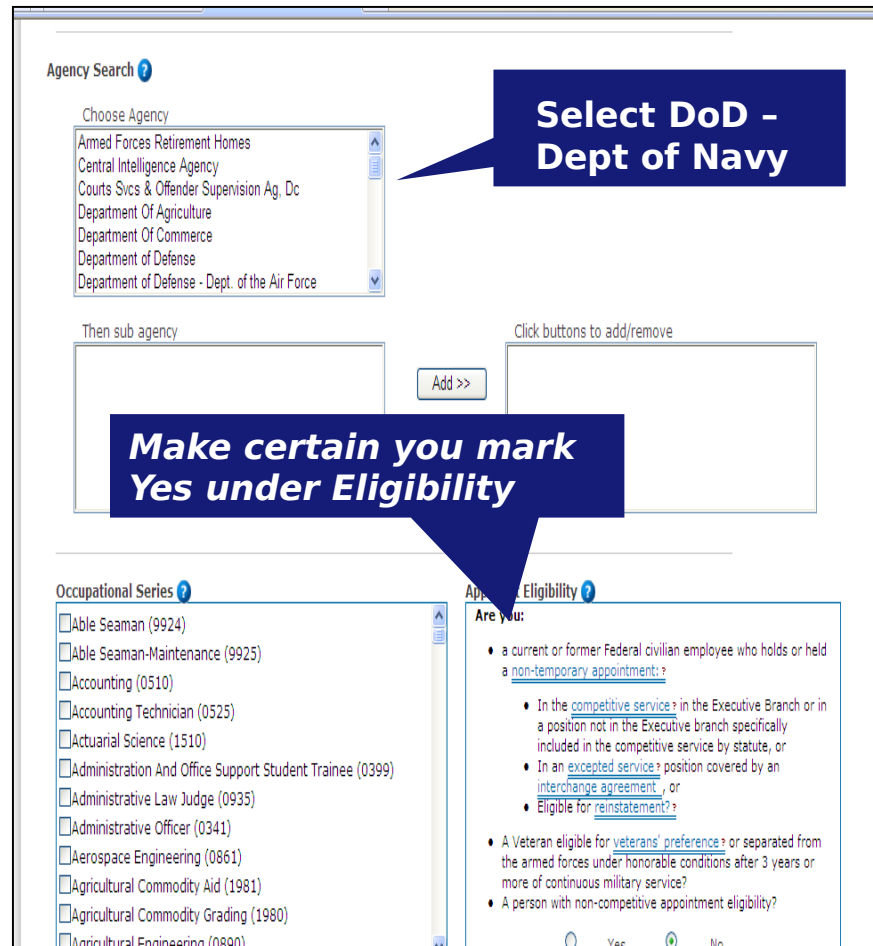
State/Territory/Region:
Alabama
Alaska
American Samoa
Arizona
Arkansas
California

Then Locale(s):
Add >> << Remove

Click buttons to add/remove

Search Jobs **Reset Form**

NOTE: Some jobs may not have a predetermined To view these, leave salary/grade refiners blank.



Agency Search ?

Choose Agency
Armed Forces Retirement Homes
Central Intelligence Agency
Courts Svcs & Offender Supervision Ag. Dc
Department Of Agriculture
Department Of Commerce
Department of Defense
Department of Defense - Dept. of the Air Force

Select DoD - Dept of Navy

Then sub agency:
Add >>

Click buttons to add/remove

Make certain you mark Yes under Eligibility

Occupational Series ?

☐ Able Seaman (9924)
☐ Able Seaman-Maintenance (9925)
☐ Accounting (0510)
☐ Accounting Technician (0525)
☐ Actuarial Science (1510)
☐ Administration And Office Support Student Trainee (0399)
☐ Administrative Law Judge (0935)
☐ Administrative Officer (0341)
☐ Aerospace Engineering (0861)
☐ Agricultural Commodity Aid (1981)
☐ Agricultural Commodity Grading (1980)
☐ Agricultural Engineering (0890)

Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a non-temporary appointment?
- In the competitive service? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service? position covered by an interchange agreement, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

Yes No



Job Search Results

The *Search Results* page provides a variety of options; View Announcement, Save the Job for Later, Save as a Search Agent or refine search

Refine Your Results

☐ Jobs for U.S. Citizens
☒ Jobs for Federal Employees ?

You Added ... ?

- Human Resources Management [Remove](#)
- Grade 11 - Grade 11 [Remove](#)
- Full-Time [Remove](#)
- Permanent [Remove](#)

[Clear all and start new search](#)

Sort By: --SELECT--

Search Results 1-10 of 33 Page: [\[1\]](#) [2](#) [3](#) [4](#) [>](#) [Last](#)

Page 1 of 4

HUMAN RESOURCE SPECIALIST

Our mission: To fulfill President Lincoln's promise [Quick View](#) | [More Like This](#)
#150; "To care for him who shall have borne the battle, and for his widow, and his orphan" #150; by serving and honoring the men and women who are America's Veterans. YOU CAN MAKE A DIFFERENCE Special Employment Consideration: Individuals eligible

Agency: Veterans Affairs, Veterans Health Administration
Location: Alexandria, LA
Salary: \$57,408.00 to \$74,628.00 / Per Year
Open Period: Thursday, September 15, 2011 to Friday, December 30, 2011

Human Resource Specialist (Recruitment & Placement) - ESEP/MP

The Indian Health Service is required by law to [Quick View](#) | [More Like This](#) give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian

Change your Search Filters

► Posting Date

► Exclude These

☒ Create Saved Search and email me jobs

RSS

One click saves as a Search Agent



Job Announcement & Apply Online

The *Vacancy Announcement* is tabbed, with the ability to Save for Later, Share, Print or Apply

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Keyword Tips What: (keywords) Where: (U.S. city, state or zip code) Browse Jobs > Advanced Search > International Search >

[Back to Results](#) **OVERVIEW** DUTIES QUALIFICATIONS & EVALUATION

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Job Title: Program Analyst (C2 & Force Application)
Department: Department Of The Navy
Agency: U.S. Fleet Forces Command
Job Announcement Number: EA10343-14-447502MJ962612

SALARY RANGE: \$96,690.00 - \$125,695.00 /year
OPEN PERIOD: Monday, March 07, 2011 to Monday, March 21, 2011
SERIES & GRADE: GS-0343-14
POSITION INFORMATION: Full Time Career/Career Conditional
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: Few vacancies - Norfolk, VA
WHO MAY BE CONSIDERED: Status Candidates (Merit Promotion Eligibles)

JOB SUMMARY:
The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

The incumbent for this position reports to the Operational Level of War/Maritime Operations Center

Click Apply Online to Begin the Application Process

Go to section of this Job: [v]
Apply Online ▶
Print Preview ▶
Save Job ▶
Share Job ▶

Agency Information:
Navy HRSC East
Human Resource Service Center East
Bldg 17 Norfolk Naval Shipyard
Portsmouth, VA 23709
PLEASE DO NOT MAIL APPS TO THIS ADDRESS

Questions about this job:
Resume Intake EIC
Phone: (800)378-4559
TDD: (619)615-5649
Email: CHART@NAVY.MIL

Job Announcement Number: EA10343-14-447502MJ962612
Control Number: 2202484

Internet 100



Select Resume & Attachment(s)

Please Note: Before you select and submit your resume, please preview your resume to confirm the appropriate document is selected and the information displays correctly.

If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: EA10343-14-447502MJ962612
Job Title: Program Analyst (C2 & Force Application)
Grade: GS 14
Agency: U.S. Fleet Forces Command, Department Of The Navy
Job Location: Norfolk, Virginia

Resume - Select one of your stored resumes to send:

Select
Department of the Navy Resumix Exp
HR Test

☒ I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Apply for this position now!

Cancel

Once you *Select Apply Online*, it asks you to select a Resume and any Attachments

✓ You can store up to 5 different resumes and up to 10 attachments

When you are ready to apply, click the *Apply for this Position* now button



Accessing Your SF-50 thru My Biz

You can access a copy of your SF-50 from MY BIZ at http://www.cpms.osd.mil/HRBITS/selfservice/selfservice_userguide.aspx
Just save a copy to your computer and then upload into USAJOBS

**MY BIZ User Guide
is Available online
off the Home Page**

CPMS Home

My Workplace brings key information to managers and supervisors about their employees together in one place, streamlining the human resources decision-making process and helping to balance managerial tasks with day-to-day demands more easily. My Workplace keeps managers and supervisors informed about their employees personnel actions. With quick and easy access to employees personnel information, managers are able to make budget decisions, staffing plans and work distributions more efficiently.

For more information about access to My Biz and My Workplace, visit your Component/Agency website and/or servicing HR office.

- Self Service User Guide
- SSHR Brochure
- FAQs
- SS-HR PowerPoint Presentation
- Self Service Terms and Definitions





Transition to Application Manager



One moment please...

We are now bringing you to the system used by the

Naval Sea Systems Command

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#)

It is used to collect online applications and assessment information for USA Staffing and allows applicants to manage their application submissions

USAJOBS will take applicants to *Application Manager* to complete their application and assessment questionnaire. Application Manager is a separate Federal system from USAJOBS

Application Manager

[Login](#)

[Important Links](#)

[Help](#)

Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

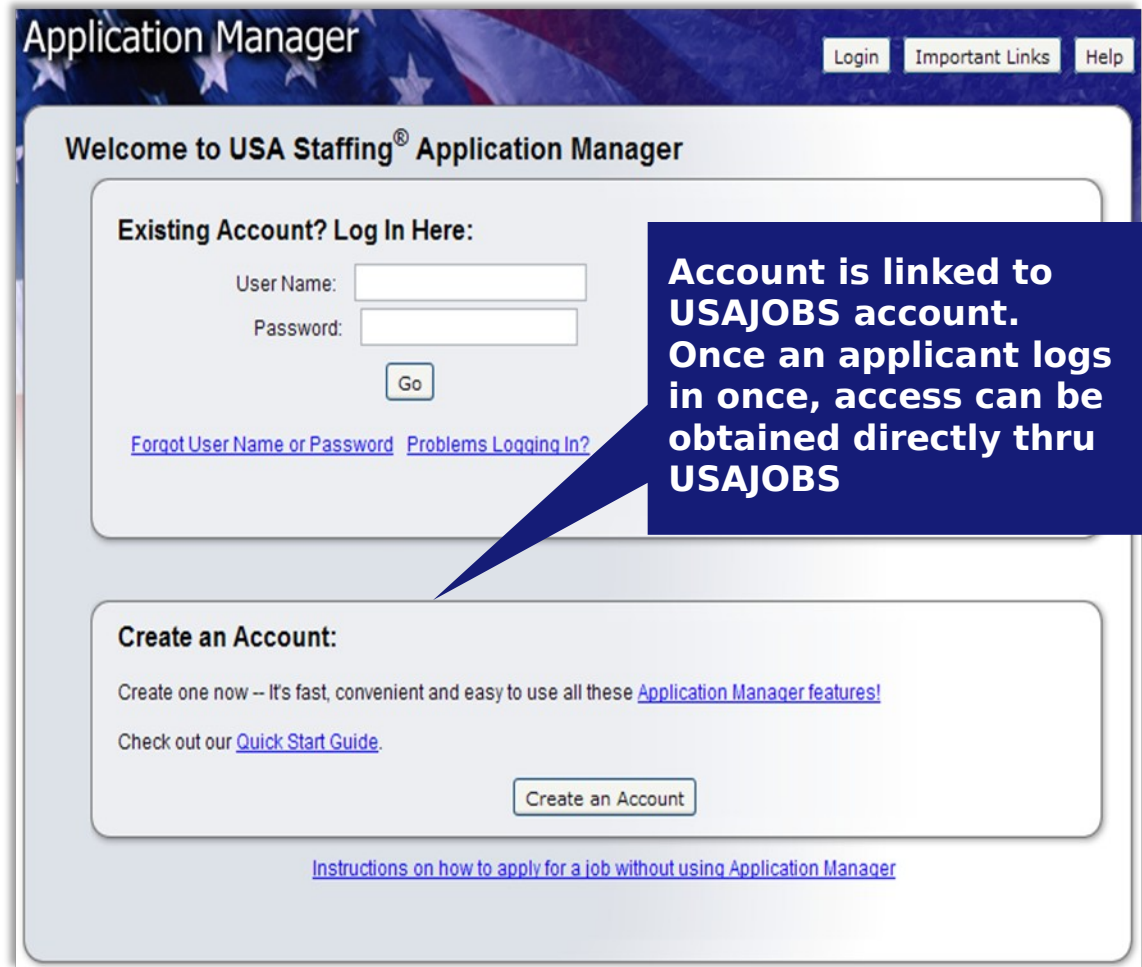
Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)

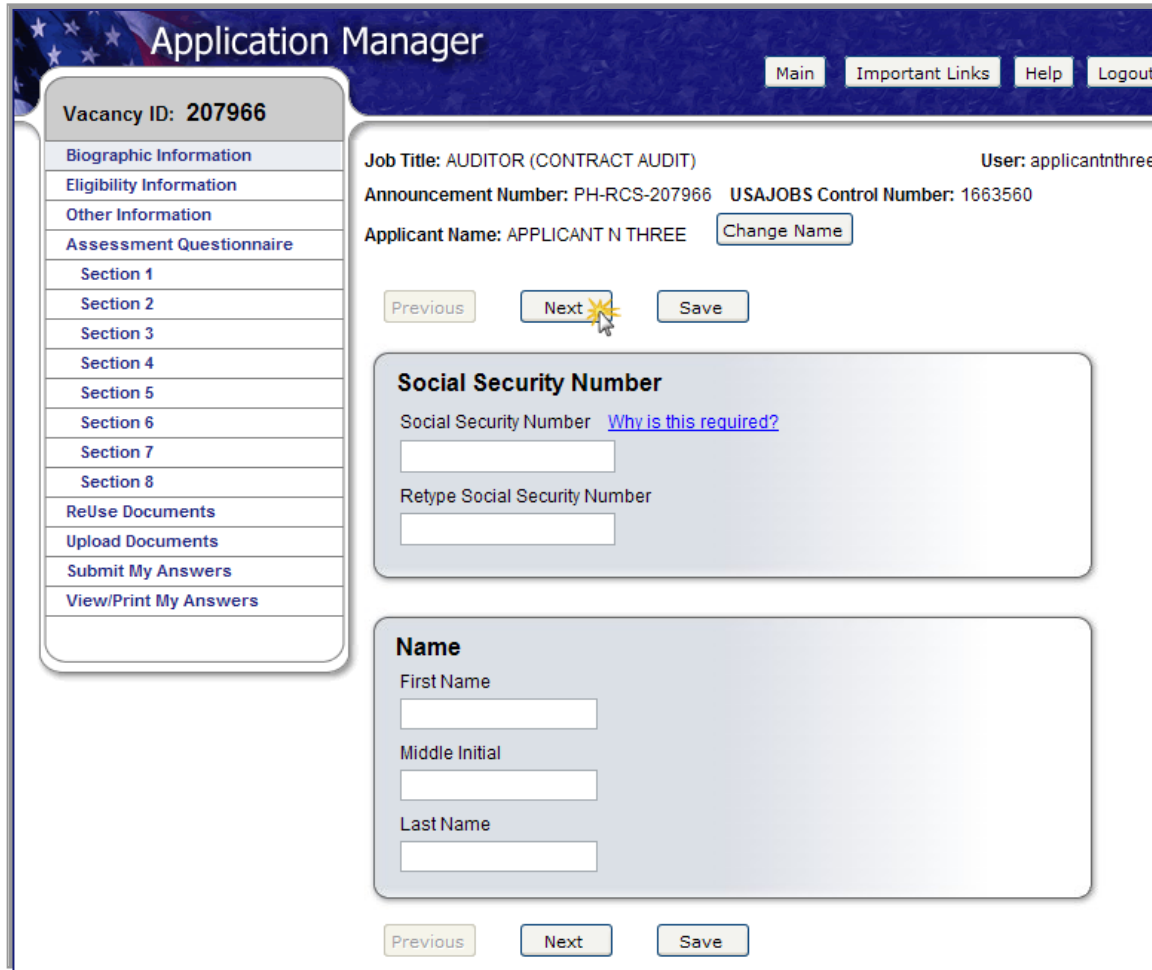
Application Manager

Application manager also allows applicants to;

- ✓ *Track* application packages
- ✓ *Upload* documents
- ✓ Access *copies* of previously submitted application packages
- ✓ Obtain detailed application *status* and notifications for announcements

A screenshot of the USA Staffing Application Manager website. The page has a blue header with the title "Application Manager" and three links: "Login", "Important Links", and "Help". Below the header is a white box with the text "Welcome to USA Staffing® Application Manager". The main content area is divided into two sections. The top section is titled "Existing Account? Log In Here:" and contains a login form with fields for "User Name:" and "Password:", a "Go" button, and two links: "Forgot User Name or Password" and "Problems Logging In?". The bottom section is titled "Create an Account:" and contains the text "Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)" and "Check out our [Quick Start Guide](#)." with a "Create an Account" button. At the bottom of the page is a link: "Instructions on how to apply for a job without using Application Manager". A blue callout box with white text points to the login section, stating: "Account is linked to USAJOBS account. Once an applicant logs in once, access can be obtained directly thru USAJOBS".

Application Manager - link to USAJOBS



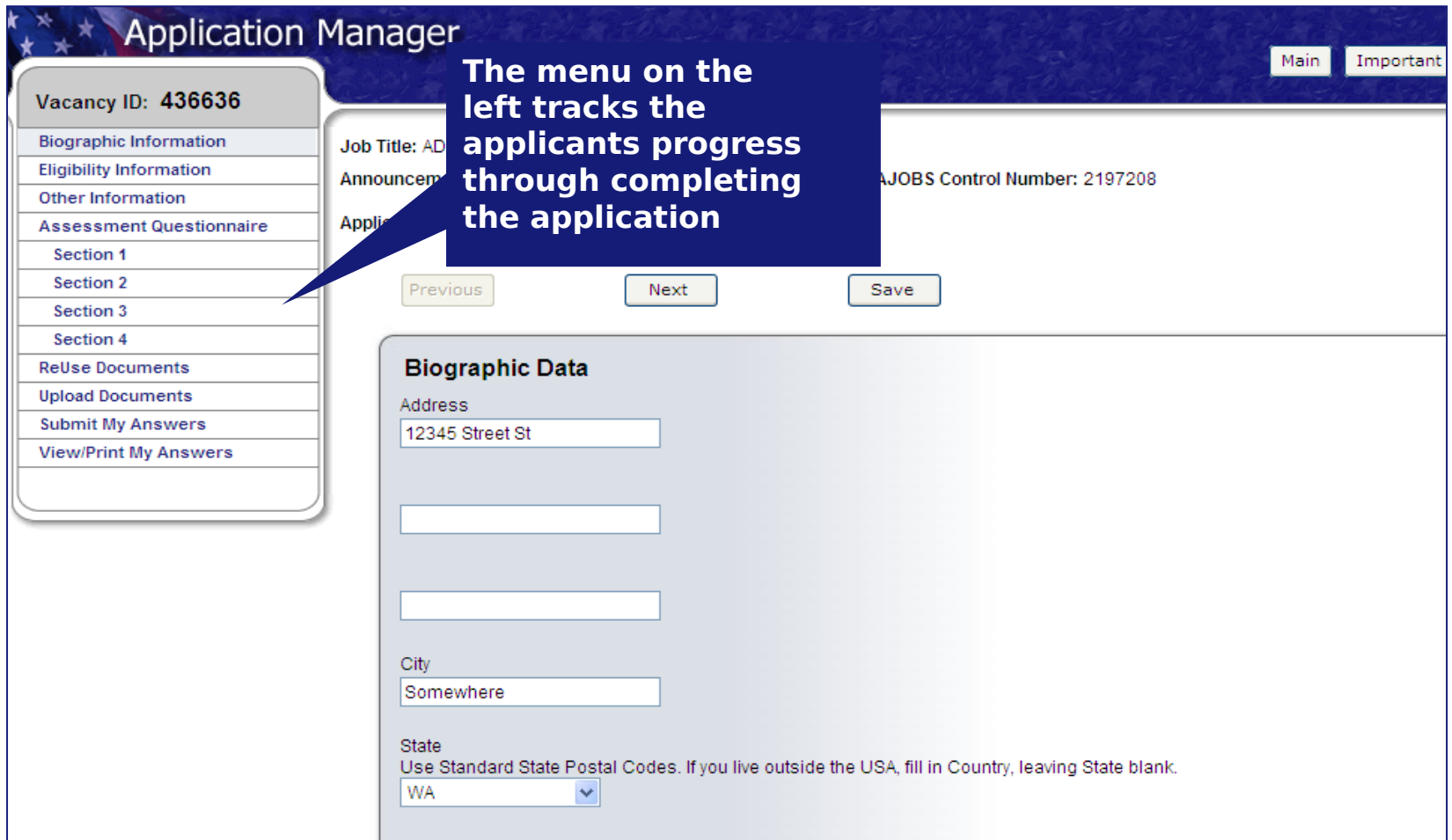
The screenshot shows the 'Application Manager' web interface. At the top, there's a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is titled 'Application Manager' and displays 'Vacancy ID: 207966'. On the left, a sidebar lists various sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire' (with sub-sections 1 through 8), 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main form area shows 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', and 'USAJOBS Control Number: 1663560'. Below this, the 'Applicant Name' is 'APPLICANT N THREE' with a 'Change Name' button. There are 'Previous', 'Next', and 'Save' buttons. The 'Social Security Number' section has two input fields and a link 'Why is this required?'. The 'Name' section has three input fields for 'First Name', 'Middle Initial', and 'Last Name'. At the bottom, there are 'Previous', 'Next', and 'Save' buttons.

The first time applicant logs into Application Manager, they must enter in their SSN and name

It's important that it match the info in USAJOBS to provide the future link of the 2 accounts

Biographic Data

Application Manager will prompt the applicant to complete each piece of the application



The screenshot displays the 'Application Manager' interface. On the left, a vertical menu lists various sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The 'Biographic Information' section is currently selected. The main content area shows the 'Biographic Data' form, which includes fields for 'Address' (with the value '12345 Street St'), 'City' (with the value 'Somewhere'), and 'State' (a dropdown menu showing 'WA'). Above the form, there are buttons for 'Previous', 'Next', and 'Save'. A blue callout box with white text points to the left menu, stating: 'The menu on the left tracks the applicants progress through completing the application'. In the top right corner, there are 'Main' and 'Important' buttons. The top of the page has a dark blue header with the text 'Application Manager' and a 'JOBS Control Number: 2197208'.

Application Manager

Vacancy ID: 436636

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: AD
Announcem
Applic

JOBS Control Number: 2197208

Previous Next Save

Biographic Data

Address
12345 Street St

City
Somewhere

State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
WA

Main Important



Eligibility Questionnaire

The Eligibility information section asks questions regarding veterans preference, lowest grade acceptable and other questions previously in our CHART additional data sheet section

Application Manager

[Main](#)[Important Links](#)[Help](#)

Vacancy ID: 447502

[Biographic Information](#)[Eligibility Information](#)[Other Information](#)[Assessment Questionnaire](#)

[Section 1](#)[Assessment Questionnaire](#)[Section 1](#)[Section 2](#)[Section 3](#)[Section 4](#)[Section 5](#)[ReUse Documents](#)[Upload Documents](#)[Submit My Answers](#)[View/Print My Answers](#)

Job Title: Program Analyst (C2 & Force Application)

Announcement Number: EA10343-14-447502MJ962612 USAJOBS Control Number: 2202484

Applicant Name: LISA A BECKER [Change Name](#)

[Previous](#)[Next](#)[Save](#)

Section 1

Total Questions in this Assessment: 5

The following section is used to determine your eligibility for appointment and referral consideration. Please indicate those eligibilities for which you are eligible and would like to be considered. You will only be considered under eligibilities that you select and provide requested supporting documents. If you do not meet at least one of the eligibilities below or you fail to reply to one of the questions, you will not be eligible to be considered for this position. For additional information, definitions and supporting documentation requirements see the list of appointing eligibilities listed at <https://chart.donhr.navy.mil/info/HiringCats.pdf>

1. Current Permanent Federal Civilian Employee - I am currently employed as a permanent career or career-conditional (Tenure 1 or 2 in box 24 of SF-50) federal employee in the competitive service within the Hampton Roads commuting area. Note: You must submit a copy of your most recent Notification of Personnel Action, SF-50 to support your claim. I want to be considered as a:

☐ A Promotion Candidate (Applying for a higher grade or higher promotion potential)

☐ B Re-Promotion Candidate (Applying for a previously held grade or previously held promotion potential)

☐ C Reassignment Candidate (Applying for the same grade or the same promotion potential)

☐ D Voluntary Change to Lower Grade Candidate (Applying for a lower grade)

☐ E I am unable to determine which type of candidate I am.

☐ F I am not a current permanent career or career-conditional DON employee in the competitive service.

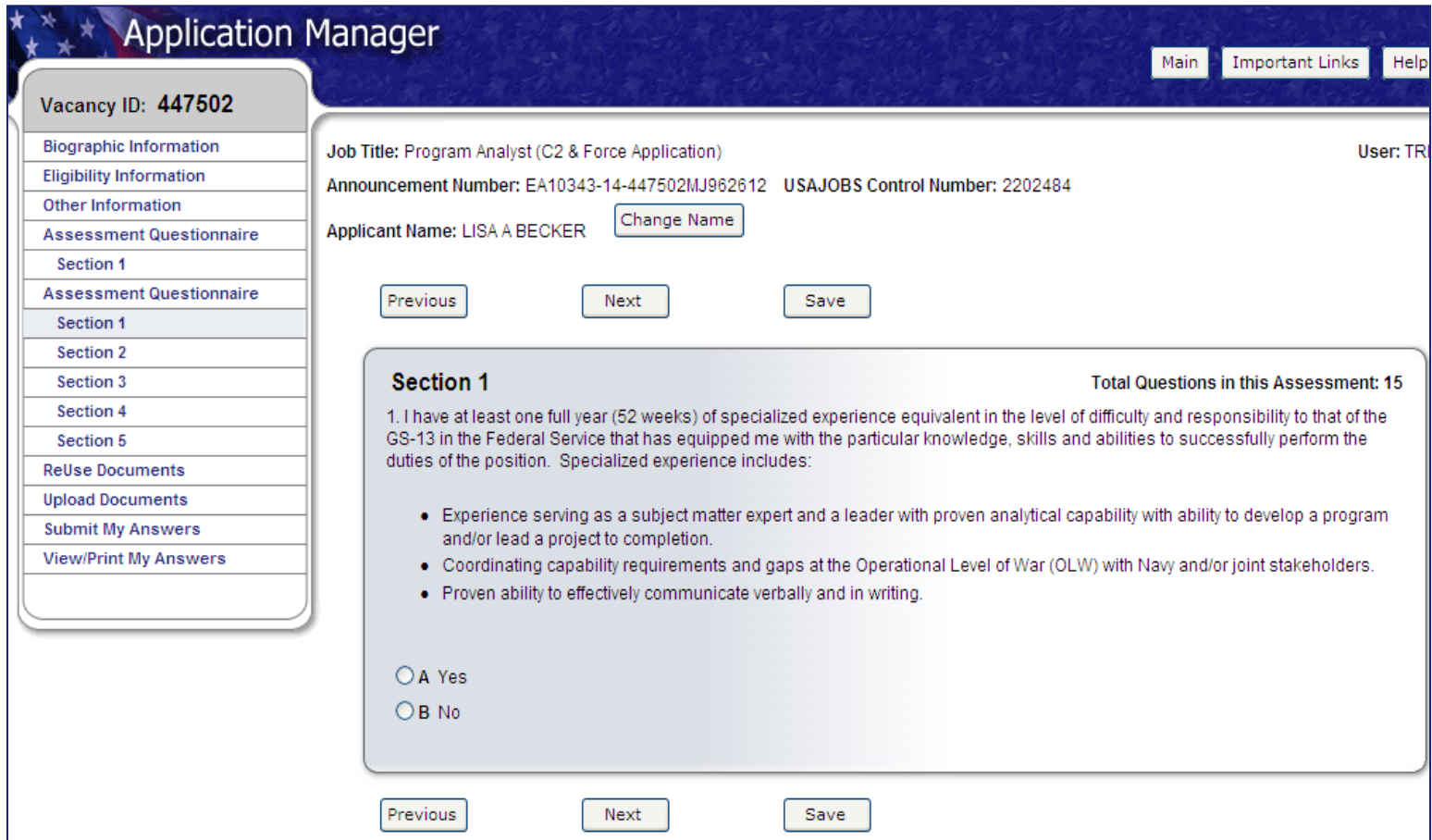
30 Nov 2011

HR Systems & Business Transformation

17

Specialized Experience

Applicants will then address statements related to possession of specialized experience for the position



Application Manager

Vacancy ID: 447502

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Program Analyst (C2 & Force Application) User: TR

Announcement Number: EA10343-14-447502MJ962612 USAJOBS Control Number: 2202484

Applicant Name: LISA A BECKER [Change Name](#)

[Previous](#) [Next](#) [Save](#)

Section 1 Total Questions in this Assessment: 15

1. I have at least one full year (52 weeks) of specialized experience equivalent in the level of difficulty and responsibility to that of the GS-13 in the Federal Service that has equipped me with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience includes:

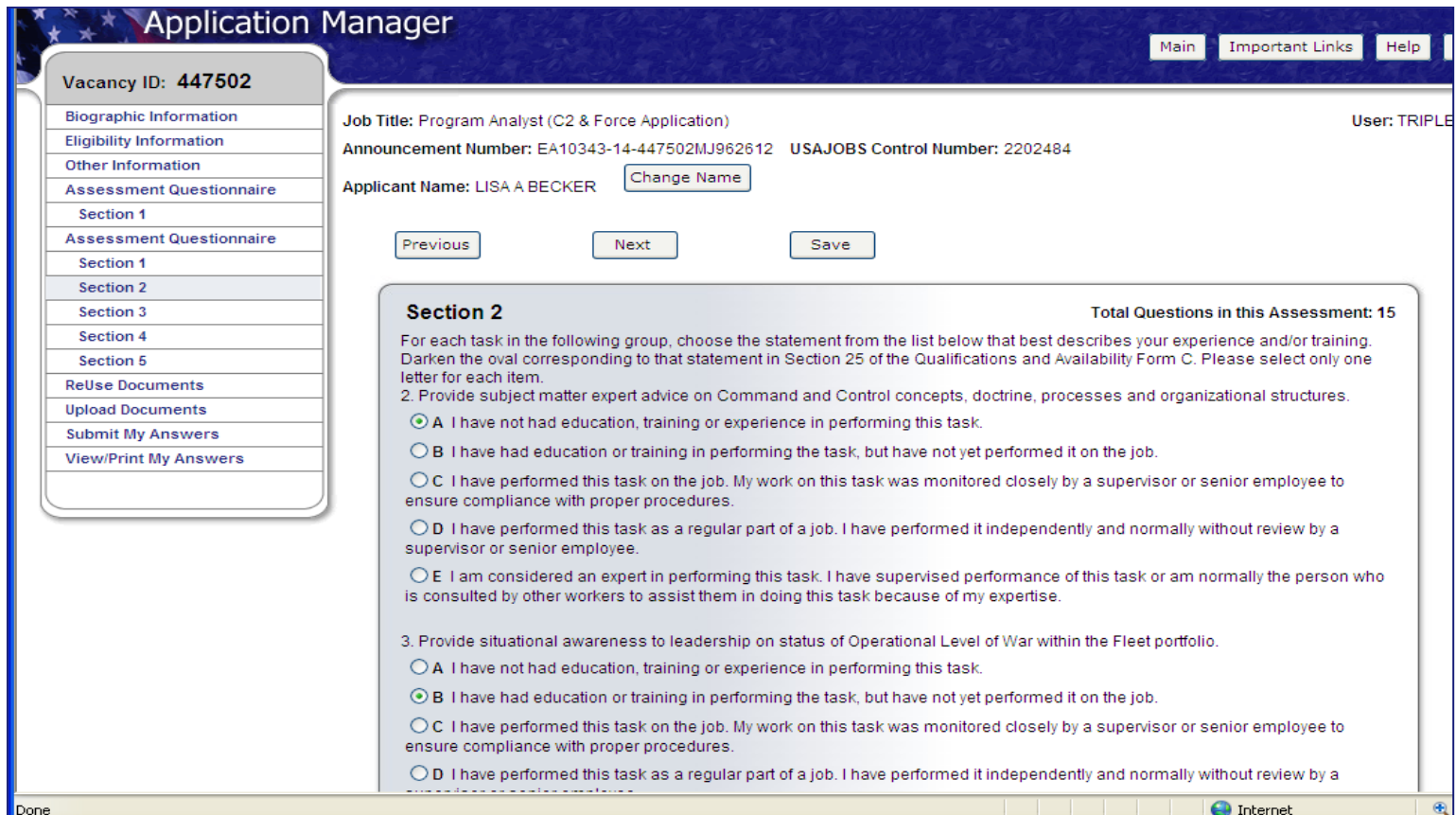
- Experience serving as a subject matter expert and a leader with proven analytical capability with ability to develop a program and/or lead a project to completion.
- Coordinating capability requirements and gaps at the Operational Level of War (OLW) with Navy and/or joint stakeholders.
- Proven ability to effectively communicate verbally and in writing.

☐ A Yes
☐ B No

[Previous](#) [Next](#) [Save](#)

Task Questions

Applicants are then prompted to address task based questions linked to key knowledges, skills and abilities



Application Manager

Vacancy ID: 447502

Job Title: Program Analyst (C2 & Force Application) User: TRIPLE

Announcement Number: EA10343-14-447502MJ962612 USAJOBS Control Number: 2202484

Applicant Name: LISA A BECKER [Change Name](#)

[Previous](#) [Next](#) [Save](#)

Section 2 Total Questions in this Assessment: 15

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

2. Provide subject matter expert advice on Command and Control concepts, doctrine, processes and organizational structures.

- ☒ A I have not had education, training or experience in performing this task.
- ☐ B I have had education or training in performing the task, but have not yet performed it on the job.
- ☐ C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Provide situational awareness to leadership on status of Operational Level of War within the Fleet portfolio.

- ☐ A I have not had education, training or experience in performing this task.
- ☒ B I have had education or training in performing the task, but have not yet performed it on the job.
- ☐ C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

Done [Internet](#)

Re-Use Documents

System allows applicants to attach or re-use other documents you might have previously submitted to other vacancy announcements

Application Manager

[Main](#)
[Important](#)

Vacancy ID: 447502

[Biographic Information](#)

[Eligibility Information](#)

[Other Information](#)

[Assessment Questionnaire](#)

Section 1

[Assessment Questionnaire](#)

Section 1

Section 2

Section 3

Section 4

Section 5

[ReUse Documents](#)

[Upload Documents](#)

[Submit My Answers](#)

[View/Print My Answers](#)

Job Title: Program Analyst (C2 & Force Application)

Announcement Number: EA10343-14-447502MJ962612 **USAJOBS Control Number:** 2202484

Applicant Name: LISA A BECKER [Change Name](#)

[Previous](#)
[Next](#)
[Save](#)

ReUse Documents

Documents in Application Package for Vacancy:447502

Document Type	Received	Source	Status	Original File Name
Resume	3/9/2011 12:57:35 PM	Upload	Received-Pending Virus Scan	Lisa Becker Resu

Upload Documents

If they don't want to reuse documents or if they forgot to attach documents at the beginning, applicants get another opportunity to upload resumes, SF-50s etc.

Upload Documents

1. Select Document Type: Miscellaneous

2. Click "Browse" to locate a file and click "Open" to attach it: C:\Documents and Sett Browse...

3. Click "Upload": Upload

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJA OBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

Submit My Answers

The system tracks missing information and prompts applicants to complete these sections. Once complete, provides a final Submit Button

Application Manager

[Main](#)
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Vacancy ID: 447502

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Job Title: Program Analyst (C2 & Force Application)

Announcement Number: EA10343-14-447502MJ962612 USAJOBS Control Number: 2202484

Applicant Name: LISA A BECKER

Change Name

User: TRIPLEA

Submit My Answers

In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.

After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit?

Submit My Answers

Not ready?

Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.

What would you like to do next?

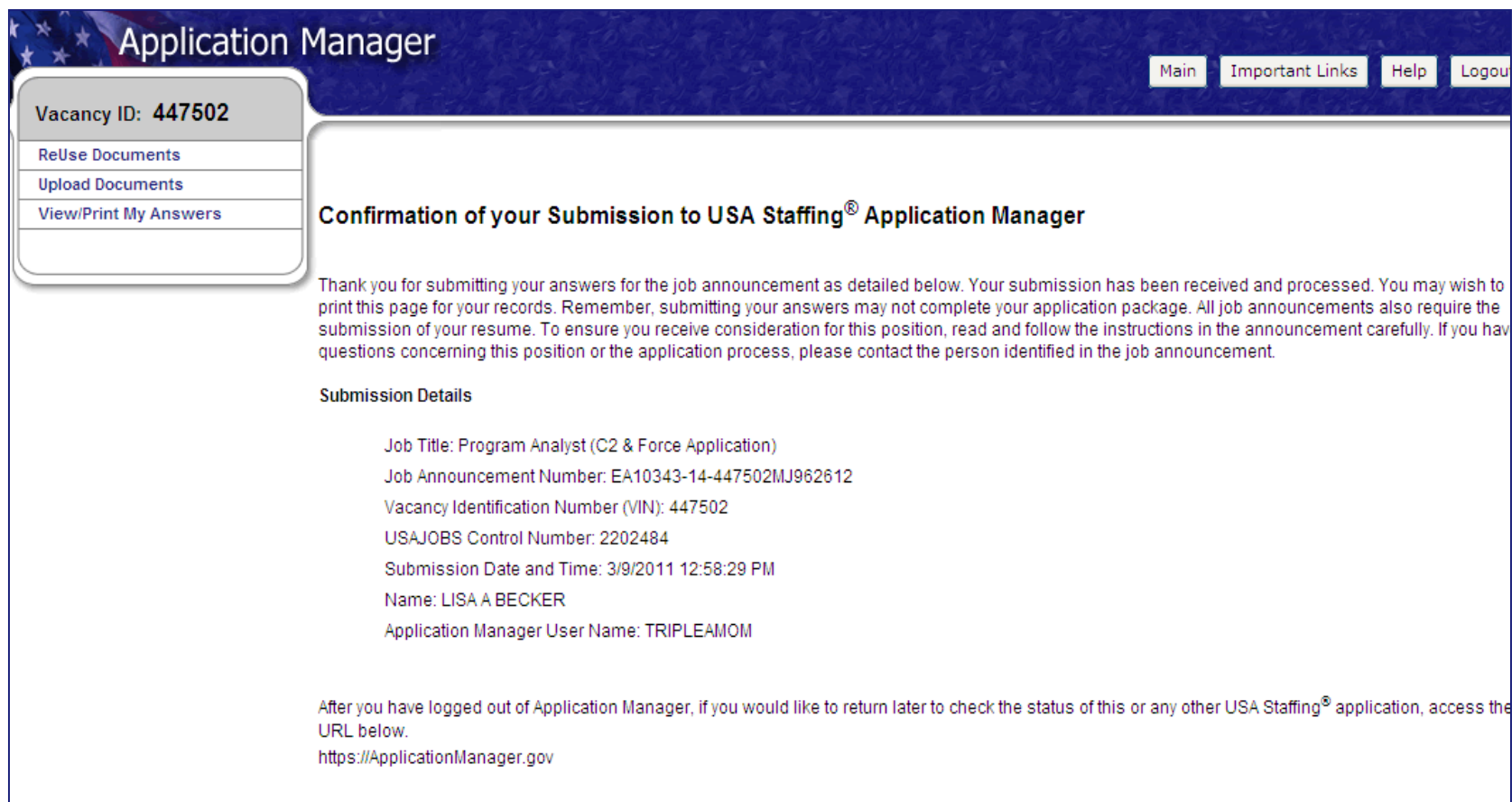
- Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
- Work on a different Application Package. Go to Application Manager Main.

Main
- Leave Application Manager

Logout

Confirmation Message

Applicants will receive a confirmation message on-line and via email when submission is complete

A screenshot of the USA Staffing Application Manager web interface. The page has a dark blue header with the title "Application Manager" and navigation links: "Main", "Important Links", "Help", and "Logout". On the left, a sidebar contains the "Vacancy ID: 447502" and three links: "ReUse Documents", "Upload Documents", and "View/Print My Answers". The main content area is titled "Confirmation of your Submission to USA Staffing® Application Manager" and contains a thank-you message, submission details, and a URL for future access.

Application Manager

Main Important Links Help Logout

Vacancy ID: 447502

[ReUse Documents](#)

[Upload Documents](#)

[View/Print My Answers](#)

Confirmation of your Submission to USA Staffing® Application Manager

Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records. Remember, submitting your answers may not complete your application package. All job announcements also require the submission of your resume. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully. If you have questions concerning this position or the application process, please contact the person identified in the job announcement.

Submission Details

Job Title: Program Analyst (C2 & Force Application)

Job Announcement Number: EA10343-14-447502MJ962612

Vacancy Identification Number (VIN): 447502

USAJOBS Control Number: 2202484

Submission Date and Time: 3/9/2011 12:58:29 PM

Name: LISA A BECKER

Application Manager User Name: TRIPLEAMOM

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.

<https://ApplicationManager.gov>



Vacancy Status

Within Application Manager applicants can also view the status their application pages.

- ✓ *Complete*
- ✓ *Incomplete*
- ✓ *Not Submitted*

Application Manager

My Application Packages

(Click a row to see a checklist of all the items you need to complete your application package, and the status of each.)

Vacancy ID : 369400		Job Title : Human Resources Specialist (Consultant)	
Status	Modified Date	Closing Date	USAJOBS Control Number
Complete	8/4/2010 4:02:11 PM	08/10/2010	1981051
Vacancy ID : 404284		Job Title : ASSISTANT	
Status	Modified Date	Closing Date	USAJOBS Control Number
Complete	11/15/2010 5:11:54 PM	11/17/2010	2089889
Vacancy ID : 436636		Job Title : ADMINISTRATIVE SPECIALIST	
Status	Modified Date	Closing Date	USAJOBS Control Number
Closed - Not Submitted	3/7/2011 5:57:36 PM	03/07/2011	2197208
Vacancy ID : 446117		Job Title : HUMAN RESOURCES SPECIALIST (EMPLOYEE/LABOR RELATIONS)	
Status	Modified Date	Closing Date	USAJOBS Control Number
NOT SUBMITTED	3/7/2011 5:47:03 PM	03/09/2011	2197961
Vacancy ID : 447326		Job Title : 10 point vet applicants	
Status	Modified Date	Closing Date	USAJOBS Control Number
NOT SUBMITTED	3/7/2011 11:34:00 AM	03/08/2021	
Vacancy ID : 447502		Job Title : Program Analyst (C2 & Force Application)	
Status	Modified Date	Closing Date	USAJOBS Control Number
NOT SUBMITTED	3/9/2011 1:00:07 PM	03/21/2011	2202484
Incomplete - missing required documents	3/9/2011 12:58:29 PM	03/21/2011	2202484



Vacancy Details Page

Application Package Status: **NOT SUBMITTED**

Job Title: Program Analyst (C2 & Force Application)
Vacancy Identification Number: 447502
Announcement Number: EA10343-14-447502M0962612
USAJOBS Control Number: 2202484
Applicant: LISA A BECKER

Closing Date: Monday, March 21, 2011
Contact: Resume Intake EIC - (800)378-4559

[View Announcement](#)

[Complete Application Package](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. [\(Explain This.\)](#)

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

[Details](#) [Checklist](#)

Assessments

Status	Name	Date Submitted	Due Date
No results yet	Assessment Questionnaire		
No results yet	Assessment Questionnaire		

Documents

* Security Alert: Protect your privacy

Status	Document Type	Source	Date Received	Original File Name
Received-Pending Virus Scan	Resume	Upload	03/09/2011 12:57 PM	Lisa Becker Resume.doc
Not Received	Qualifications			
Not Received	Veterans Documentation			
Not Received	Transcript			
Not Received	Miscellaneous			

Details page allows applicants to view the details of a vacancy.

- ✓ View *job announcement*
- ✓ Change answers (if open)
- ✓ Add documents
- ✓ View/print answers
- ✓ View *Status* of assessments/documents
- ✓ View *notices/messages*



4 Steps to Successful Submission

Carefully review Job Announcement and instructions provided in the How to Apply section

Create USAJOBS and Application Manager Accounts if you haven't done so already

Complete Assessment Questionnaire in Application Manager and submit all required supporting documents online or via fax

Check your Application Status before and after the closing date of the job announcement

Applicant Help Avenues

- ❑ Using USAJOBS Password help:
www.usajobs.opm.gov
- ❑ Using Application Manager help:
www.applicationmanager.gov
- ❑ Fact sheets and tips on transition and use of USAJOBS:
<http://www.public.navy.mil/donhr/Employment/hiringreform/Pages/ApplicantToolkit.aspx>
- ❑ How to apply questions: DON Employment Information Center at doneic@navy.mil
- ❑ Questions on hiring reform and transition: donhrfaq@navy.mil

